

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND SOCIAL SERVICES
DIVISION OF MANAGEMENT SERVICES
BUREAU OF FISCAL SERVICES

ACCOUNTING PROCEDURE

TOPIC: Contract Administration 4.2	EFFECTIVE DATE: 2/5/93
TITLE: Sign-off on CARS Adjustments, Ratios and Schedules	REVISION DATE:
AUTHORIZED BY: Cheryl Thompson, Assistant Director	PAGE 1 OF 1

BACKGROUND

The Department of Health and Social Services enters into many contracts with municipal and non-municipal vendors in its normal course of business. As part of the reimbursement process, adjustments to reported expenses are made (state adjustments) or divisions supply ratios or schedules used in the reimbursement process.

POLICY

The person responsible for the completeness and accuracy of the information shall sign and date adjustments, ratios, schedules, etc. prior to sending them to the BFS-CARS Unit. In addition, the person signing the information must be authorized to approve the transaction, or two signatures shall be required.

PROCEDURE

The BFS-CARS Unit shall process adjustments, ratios, and schedules that are signed and dated by person(s) responsible for the completeness and accuracy of the information and with appropriate approval authority. All other adjustments, ratios, and schedules shall be returned for proper signature(s).

CONTACT PERSON

Mary Claridge, Accountant
BFS-CARS Unit
(608) 267-3902